

## PURPOSE

In anticipation of the Michigan Department of Health and Human Services (MDHHS) Statewide Integrated Governmental Management Applications (SIGMA) and Public Assistance Cost Allocation Plan (PACAP), specific organizational changes as approved by civil service within the department will not take effect until the start date of the first payroll in the following new quarter.

## POLICY

The development and implementation of the new statewide financial and time tracking system SIGMA, which will replace MAIN and DCDS systems, requires a static department wide organization chart.

The PACAP is the federally required method to allocate our indirect (primarily administrative costs) across the department in order to receive federal funding and confirm proper federal claims, to protect MDHHS from state or federal audit findings and requires coding of the functions of organizational units and individuals.

## PROCEDURE

The SIGMA and PACAP initiatives are considerable interdependent with one another. SIGMA includes many areas that require updates in many systems and employee coding changes in those systems, all which interface with SIGMA. Specifically, organizational changes require changes in the Human Resource Management Network (or HRMN) where employee services and information is stored. Detail such as coding an individual to the correct supervisor is a task that not only is required for the Office of Human Resources, but also for PACAP and SIGMA. If the data in HRMN is incorrect, than all other affected systems are incorrect. This interconnectedness causes many fail points, opportunities for miscommunication, and a great deal of work and rework because any changes in HRMN must coincide with changes in the PACAP and SIGMA.

Changes specifically affected by this new policy include:

- The movement of individuals, sections, division, bureaus or other units from one area of the department to another when the functions and roles of those entities have either changed **or** have remained the same and just moved.
- The establishment of new position in the department where new functions have been created.

- The modification of specific roles and functions of an individual, section, division, bureau or other unit in the agency.

Changes specifically excluded from this policy include:

- Any backfills from existing position where the existing position continues to do the same function.
- Any positions related to the State Psychiatric Hospitals and Centers.

## NOTIFICATION

Departments must provide notification of the applicable organization changes, listed in this policy as changes specifically affected six workweeks prior to the end of the current quarter so they can take effect the following quarter. This policy remains in effect until otherwise notified.

Send notification and all questions related to any of these changes to [MDHHS-Orgchanges@michigan.gov](mailto:MDHHS-Orgchanges@michigan.gov).

For changes specifically affected by this policy, send an email once human resources has given approval for the change and the offer is final. Provide notification prior to the notification deadline noted in the table in this item.

For Pay Period Starting	Notification Deadline
January 1, 2017.	November 4, 2016.
April 9, 2017.	February 24, 2017.
July 2, 2017.	May 19, 2017.
October 8, 2017.	August 25, 2017.

Email reminders will be sent prior to the notification deadline as a reminder of request deadlines. For all years after FY18, the policy will be such that notification deadlines will be six weeks prior to the first pay period of the subsequent quarter.

***Exception:*** Either the chief deputy director or director of MDHHS must approve exceptions. If approval and finalization from human resources does not occur until after the notification deadline, please contact organizational services as soon as possible to request an exception to the policy.